



**Health Services**  
LOS ANGELES COUNTY

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Board of Supervisors

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December 5, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF A SHUTTLE BUS SERVICES AGREEMENT  
WITH PCAM, LLC, FOR SERVICES AT HARBOR-  
UCLA MEDICAL CENTER  
(2<sup>nd</sup> District) (3 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that shuttle bus services, as described herein, may be performed more cost effectively by a private contractor.
2. Approve and instruct the Chairman to sign a Proposition A Shuttle Bus Services Agreement with PCAM, LLC, doing business as Parking Company of America (PCA), substantially similar to Exhibit I, for the provision of shuttle bus services at Harbor-UCLA Medical Center (HUCLA), effective January 1, 2007 through December 31, 2007, with provisions for four one-year automatic renewals through December 31, 2011, at a total annual cost of \$67,740 for a total five year maximum cost of \$338,700.
3. Delegate authority to the Director of Health Services, or his designee, to make changes to the schedule and route as needed at no additional cost.

**PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTIONS:**

In approving the recommended actions, the Board is approving and instructing the Chairman to sign an Agreement with PCA to provide shuttle bus services at HUCLA and delegating authority to the Director of Health Services, or his designee, to make changes to the schedule and route as needed at no additional cost. PCA was selected as the result of an Invitation for Bids (IFB) competitive selection process.

PCA will utilize a County-owned shuttle bus, and a County-owned back-up shuttle bus as needed, to transport patients, staff and visitors to various locations throughout the HUCLA campus.

Additionally, a replacement shuttle bus will be provided by the Contractor in the event that the two County-owned shuttle buses become non-operational, and/or for use during special events at HUCLA.

The shuttle bus travels a 1.5 mile radius on the HUCLA campus. The shuttle bus enables ambulatory passengers, as well as disabled passengers, access to the main hospital, 26 specialty clinics in 14 outlying buildings, and to the Lomita Family Health Center located approximately three miles off site from the HUCLA campus.

The Department has determined that contracting under the provisions of County Code 2.121.250 et seq., "Contracting with Private Businesses" (Proposition A) for shuttle bus services is cost effective (see Attachment B). The contractor meets all of the mandatory requirements of County Code 2.121.250 (see Attachment C) and is subject to the provisions of County Code 2.201, the Living Wage Ordinance Program.

#### FISCAL IMPACT/FINANCING:

The total cost for shuttle bus services at HUCLA for the period of January 1, 2007 through December 31, 2007 is \$67,740, and thereafter automatically renewed for four one-year periods through December 31, 2011, for a total five year maximum cost of \$338,700.

Funding is included in the Fiscal Year 2006-07 Final Budget and will be requested in future fiscal years.

#### FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In May 1995, in an effort to improve patient and visitor access to HUCLA and outlying facilities, three hundred and fifty parking spaces around HUCLA were re-assigned. As a result, employees were required to park up to three quarters of a mile away from their work locations.

In an effort to increase patient, visitor and employee satisfaction, a shuttle bus was purchased in June 1995, to transport individuals to various locations at HUCLA. Initially, the shuttle bus services were provided by a County employee, but due to budget curtailments in October 1995, the position was eliminated from the budget.

In order for services to continue uninterrupted, purchase orders were issued to various vendors. PCA was one of the vendors providing services under a purchase order. However, in accordance with the purchasing limit guidelines established by the Internal Services Department, the purchase order reached its limit and could no longer be used after July 30, 2002.

On June 18, 2002, the Board approved an Agreement for Shuttle Bus Services with PCA for the continued provision of shuttle bus services at HUCLA, for the period of July 1, 2002 through June 30, 2003. Subsequently, the Board approved Amendment Nos. 1 through 4 that extended the term, increased the allocation, and provided the most current Board mandated contract provisions.

On August 23, 2006, a Proposition A IFB for shuttle bus services at HUCLA was released. The Department received two bids in response to the IFB, one from Empire Transportation, Inc., and the other from PCA. The Department determined PCA to be the lowest most qualified bidder.

PCA will comply with the requirements of the Living Wage Ordinance Program (County Code Chapter 2.201) by paying its full-time employees providing services under the Agreement a living wage.

The Administrative staff at HUCLA will be responsible for monitoring the Agreement

The Agreement may be terminated by the County with a 10-day advance written notice to contractor.

Attachments A, B, and C provide additional information.

County Counsel has approved the Agreement, Exhibit I, as to use and form.

CONTRACTING PROCESS:

County Counsel and the Chief Administrative Office-Risk Management Operations approved the issuance of a Proposition A IFB, which the Department released on August 23, 2006. The Department advertised the IFB on the Los Angeles County On Line Web Site, DHS Web Site, and in local newspapers.

On October 19, 2006, the deadline for bid submission, the Department received two bids and determined PCA to be the lowest most qualified bidder.

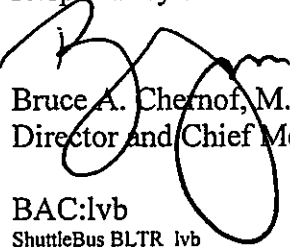
IMPACT ON CURRENT SERVICES (OR PROJECTS):

The recommended agreement will allow for the continued provision of shuttle bus services at HUCLA.

The Honorable Board of Supervisors  
December 5, 2006  
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When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Bruce A. Chernof', is written over the typed name and title.

Bruce A. Chernof, M.D.  
Director and Chief Medical Officer

BAC:lvb  
ShuttleBus BLTR\_lvb

Attachments (4)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors

SUMMARY OF AGREEMENT

1. TYPE OF SERVICE:

Shuttle bus services at Harbor-UCLA Medical Center (HUCLA).

2. AGENCY ADDRESS AND CONTACT PERSON:

PCAM, LLC, doing business as Parking Company of America  
11101 Lakewood Boulevard  
Downey, CA 90241  
Attention: Alex M. Chaves  
Telephone: (562) 862-2118 Fax: (562) 862-4409

3. TERM:

January 1, 2007 through December 31, 2007, with provisions for four one-year automatic renewals through December 31, 2011.

4. FINANCIAL INFORMATION:

The total cost for shuttle bus services at HUCLA for the period of January 1, 2007 through December 31, 2007 is \$67,740, and thereafter automatically renewed for four one-year periods through December 31, 2011, for a total five year maximum cost of \$338,700.

Funding is included in the Fiscal Year 2006-07 Final Budget and will be requested in future fiscal years.

5. GEOGRAPHIC AREAS SERVED:

Second Supervisorial District.

6. ACCOUNTABILITY FOR PROGRAM MONITORING AND EVALUATION:

The Administrative staff at HUCLA will be responsible for monitoring.

7. APPROVALS:

HUCLA: Tecla A. Mickoseff, Chief Executive Officer

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel (as to form): Elizabeth J. Friedman, Senior Deputy County Counsel

**Shuttle Bus Services  
Harbor-UCLA Medical Services  
Proposition A Contracting  
October 31, 2006**

**Comparison of Estimated Avoidable Costs To The Cost of Contracting**

**County Costs:**

Salaries	\$60,853.20	
Employee Benefits	<u>17,282.31</u>	
Total Personnel Costs	<u>\$78,135.51</u>	
Services & Supplies	\$0.00	
Other (Back-up Shuttle Rental)	<u>5,000.00</u>	
Total Direct	<u>\$5,000.00</u>	
Total Overhead	\$0.00	
Avoidable Overhead	<u>0.00</u>	
Total Indirect Costs	<u>\$0.00</u>	
Total Avoidable County Costs	<u><u>\$83,135.51</u></u>	\$83,135.51

**Contract Costs:**

Contract Costs	\$67,740.00	
Other (Specify)	<u>0.00</u>	
Total Direct	<u>\$67,740.00</u>	
Employee Retraining	\$0.00	
Contract Monitoring	0.00	
Other (Specify)	<u>0.00</u>	
Total Indirect	<u>\$0.00</u>	
Total Contract Costs	<u><u>\$67,740.00</u></u>	\$67,740.00

Estimated Annual Savings From Contracting	<u><u>\$15,395.51</u></u>
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**CONTRACTING FOR SHUTTLE BUS SERVICES**

**Compliance with County Code Requirements**

The agreement meets all of the following mandatory requirements of County Code Section 2.121.250, et seq.

- a: The award of the contract will be cost effective;
- b: The County's ability to respond to emergencies will not be impaired;
- c: The award of the contract will not result in the unauthorized disclosure of confidential information;
- d: Alternative resources are available so that the services can be obtained from another source in the event of default by the contractor;
- e: The award of the contract will not infringe upon the proper role of the County in its relationship to its Citizens;
- f: The award of the contract will be in full compliance with all applicable Federal and State regulations;
- g: Implementation of the contract will not result in a reduction in County services; and
- h: The award of the contract will not violate the provisions of County Code 2.121.295, "Certain Contracts Prohibited".

The agreement also contains provisions recommended by the County CAO-Risk Manager Operations to cover the County's potential tort liability. The Contractor will provide evidence of the required insurance coverage prior to the commencement of services.

Participation in the contracting process by minority vendors was solicited by advertising in the Los Angeles County Online Web Site, local newspapers such as the Los Angeles Bulletin, Metropolitan News-Enterprise newspapers, and Sacramento Bulletin, and distributing notices by mail to firms listed on the department's proposers' list.

Selection for award of the contract was made without regard to race, creed, or color.

FACT SHEET

**RE: APPROVAL OF A SHUTTLE BUS SERVICES AGREEMENT WITH PCAM, LLC, FOR SERVICES AT HARBOR-UCLA MEDICAL CENTER**

2<sup>nd</sup> District.

CONTACT PERSONS:

Tecla A. Mickoseff, Chief Executive Officer  
Harbor-UCLA Medical Center  
Telephone: (310) 222-2101  
e-mail: [tmickoseff@ladhs.org](mailto:tmickoseff@ladhs.org)

Miguel de los Reyes, Contract Liaison  
Harbor-UCLA Medical Center  
Telephone: (310) 222-1678  
e-mail: [mireyes@ladhs.org](mailto:mireyes@ladhs.org)

SUBJECT:

Approval of Proposition A Shuttle Bus Services Agreement for services at Harbor-UCLA Medical Center as a result of an Invitation for Bids (IFB) Solicitation Process.

REQUESTED ACTIONS:

You are being asked to: 1) Find that shuttle bus services, as described herein, may be performed more cost effectively by a private contractor; 2) Approve and instruct the Chairman to sign the attached Proposition A Shuttle Bus Services Agreement with PCAM, LLC, doing business as Parking Company of America (PCA), for the provision of shuttle bus services at Harbor-UCLA Medical Center (HUCLA), effective January 1, 2007 through December 31, 2007, with provisions for four one-year automatic renewals through December 31, 2011, at a total annual cost of \$67,740 for a total five year maximum cost of \$338,700; and 3) Delegate authority to the Director of the Department of Health Services (Department or DHS), or his designee, to make changes to the schedule and route as needed at no additional cost.

CONTRACT AMOUNT:

The total cost for shuttle bus services at HUCLA for the period of January 1, 2007 through December 31, 2007, and thereafter automatically renewed for four one-year periods through December 31, 2011, at a total annual cost of \$67,740 for a total five year maximum cost of \$338,700.

Funding is included in the Fiscal Year 2006-07 Final Budget and will be requested in future fiscal years.

TERMINATION PROVISION:

The Agreement may be terminated by County with a 10-day advance written notice to contractor.

TERM OF CONTRACT:

January 1, 2007 through December 31, 2007, with provisions for four one-year automatic renewals through December 31, 2011.



## FACT SHEET (Con't)

### INVITATION FOR BIDS (IFB) PROCESS:

The Department released a Proposition A IFB on August 23, 2006. The Department received two bids in response to the IFB, one from Empire Transportation, Inc., and the other from PCA. The Department determined PCA to be the lowest most qualified bidder.

### RETROACTIVE AGREEMENT:

No.

### SOLE SOURCE JUSTIFICATION:

Not Applicable.

### AUTOMATIC RENEWAL:

No.

### FIRST BOARD APPROVED CONTRACT:

Not Applicable.

### CONTRACT EXPIRATION:

December 31, 2011.

### LOS ANGELES COUNTY ONLINE WEB SITE:

The Department advertised the IFB on the Los Angeles County On Line Web Site, DHS Web Site, and in local newspapers.

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